

Community Calendar Events

help.grandcare.com → help for professional care managers → community calendar events

Overview



Calendar events can be entered for all the Residents in a Community. These can be single-occurrence, or repeated events. The events show up on each Resident's calendar, and as part of each Resident's slide show.

Adding Community Calendar Events

Community calendar events can be added by any users who have the role of Group Communicator, Group Caregiver or Group Admin (or above) for groups that are in the Community.

To add a calendar event for a Community:

- Click the "Manage Communities" button on the Dashboard.
- Select the appropriate Community.
- Click the "Content" tab.
- Click the "Add a New Community Event" button (or click a date on the calendar.)
- Enter the event information.
- Click the "Save Event" button.

A screenshot of the 'Add Event' form in the GrandCare system. The form has a blue header with 'Back' and 'Home' buttons. It contains several input fields: 'Event Short Name' (required), 'Description', 'Location', 'Start Date' (11/15/13), 'Repeat' (Single event - no repeat), 'All Day Event' (checkbox), 'Start Time' (3:00 pm), 'End Time' (3:30 pm), and 'Comments'. A 'Save Event' button is at the bottom.

Editing and Deleting Community Calendar Events

Community calendar events can be edited and removed by any users who have the role of Group Communicator, Group Caregiver or Group Admin (or above) for groups that are in the Community.

To edit or delete Community calendar events:

- Click the "Manage Communities" button on the Dashboard.
- Select the appropriate Community.
- Click the "Content" tab.
- To *view* the Community events for a day, click the date on the calendar. Click the appropriate event to view complete details or to edit the event.
- To *delete* a Community event, click the date on the calendar. Click the red "X" on the event you want to delete.

